



DEFENSE LOGISTICS AGENCY
DEFENSE SUPPLY CENTER, COLUMBUS
POST OFFICE BOX 3990
COLUMBUS, OH 43216-5000

IN REPLY
REFER TO

DSCC-DK

S: June 19, 2000

May 18, 2000

MEMORANDUM FOR DIRECTORS/OFFICE CHIEFS (DSCC, DDCO, DTC,
HROC, DSIO, DISOC, DCMA AND DAASC)

SUBJECT: Request for Nominations: DLA Glass Ceiling Training Program for
Developing Managers (PDM)

It is a continuing DLA/DSCC initiative to address and deal with "Glass Ceiling" issues in the progression of women and minorities in career advancement opportunities for entrance into senior levels of management or positions of leadership within the DLA/DSCC workforce. The PDM is sponsored under the auspices of the DLA Federal Women's Program (FWP), and we are soliciting applications for the subject training. The training will be at the Simmons College Graduate School of Management in Boston, MA. This year's training program starts on September 24, 2000 and ends October 20, 2000.

The PDM is an intensive four-week program designed to prepare participants for increases in management responsibility, emphasizing strategic thinking, team building and quantitative skills. The program will include seminars on critical issues such as downsizing, cost management, diversity, ethics, mediation and negotiation. The corporate structure and business operations of DLA are also incorporated in the PDM curriculum. The program is geared for DLA women in grades GS-12 and higher (high potential employees at the GS-11 level may also be considered). Each nominee must have an official sponsor to the program. **Confidential Sponsor Forms and Application for Admission forms are available in the EEO Office, building #20, C146N. Confidential Sponsor Forms should be completed by the first or second-line supervisor of the applicant. Applications should go through directorates and office chiefs for approval. A summary of the Simmons College Graduate School of Management, DLA Program for Developing Managers is also available in the EEO Office.**

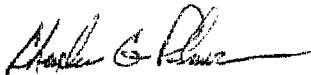
Tuition for the PDM will be paid by DLA Support Services (DSS), formerly Corporate Administration. DSCC will pay travel cost and associated per diem. All DSCC nominations will be submitted to DLA by the DSCC EEO office. Final selections will be determined by Simmons College. Upon notification from Simmons, DLA-CAAH will notify each applicant of their selection status. No more than 30 candidates will be selected for participation. Written notification will be provided by DLA to all of the selectees.



Completed nominee applications should be forwarded no later than COB June 19, 2000 to:

Ms. Maria A. Kreml
DSCC Federal Women's Program Coordinator
DSCC-VSP

For more information, please contact Maria A. Kreml on ext. 2-8803 or Jereline McMahan on ext. 2-0738


CHARLES E. PALMER
Equal Employment Manager

Cc:
Maria A. Kreml, FWPM
Jereline McMahan

DLA Program for Developing Managers

The DLA Program for Developing Managers (PDM) is an intensive four-week residency experience designed for high potential middle managers, new senior managers, and technical specialists who have recently or are about to take on increased management responsibility. It emphasizes quantitative skills, team building, strategic thinking and the critically important behavioral aspects of management.

Functional Understanding: Participants develop a working knowledge of the language and methods of the principal management functions - accounting, economics, finance, marketing, operations and strategic planning. They learn how these functions interrelate, how to assess information from specialists, how to determine the impact of that information on their areas of responsibility, and how to make and follow through on decisions that support the organization's strategic vision. The corporate structure and business operations of DLA are also incorporated in the course curriculum.

Behavioral Insight: Participants learn to read hierarchical organizations accurately, to apply current management theory and techniques to such challenges as communicating with and motivating employees both inside and outside their own chain of command, and building, managing, and motivating teams. A significant part of the participant's time is focused on their own management style and communication and presentation skills.

Current Issues: The Program includes seminars on critical current issues such as diversity, ethics, negotiation, and the global economy. Drawing on Simmons' unique and very special expertise, case studies on women managers are also used in each program to explore the career and management challenges women face in a range of job and industry settings.

Who Should Attend: Women* (GS-12 and above and high potential GS-11's) who are high potential middle managers, new senior managers, and technical specialists, needing a broader understanding of the functional areas of business and more focused leadership skills.

*Applications from male applicants will also be accepted for consideration.

APPLICATION PROCEDURES FOR THE DLA PROGRAM FOR DEVELOPING MANAGERS

1. The application process should involve local Equal Employment Opportunity (EEO) Offices, their Federal Women's Program (FWP) Managers, and Incentive Awards Administrators. The final application package should be forwarded by local EEO Offices, with an accompanying transmittal letter signed by the Primary Level Field Activity Commanders, or their designee, to the business management office of the Defense Contract Management Agency (DCMA-FB), the Defense Logistics Support Command (DLSC-B), or to the Defense Support Services (DSS-DE) for DLA Administrative Support Center (DASC)-served organizations, **by no later than close of business, June 30, 2000.** Each applicant must have an official sponsor to the program. Applications may be accessed and downloaded by visiting the Simmons College Graduate School of Management (SCGSM) website at http://www.simmons.edu/programs/gsm/exec_ed/admission.html. **However, all applications must be forwarded to their respective organization points of contact (POC) as a hard copy. Under no circumstances should applications for the PDM be forwarded directly to the college.** A list of the POC's is provided in paragraph 5 below.

2. There is no limit on the number of applications which may be forwarded to DLA or DCMA Headquarters POC's. Once the application packages reach the POC's, each business area will in turn forward them to the DLA Equal Employment Opportunity Office (CAAH). There are no set criteria; admission decisions are based on the applicant's experience, the sponsors' recommendations, and the applicant's potential for making a contribution to the program. As a reminder, applicants are **not required** to have a college degree to attend the program. A qualitative review of all applications will be conducted by CAAH to ensure the applications are complete and ready for review by Simmons College. The applications will then be forwarded to Simmons College for the final selection of candidates for the PDM.

3. Upon notification from Simmons, CAAH will notify each applicant of their selection status. **In turn, applicants are responsible for notifying their DLA sponsor. Please do not call Simmons directly for selection status.**

4. The following information will assist in completing the application package:

a. The Confidential Sponsor Forms should be completed by the first or second-line supervisor, the commander, the commander's designee, or the organization head if the applicant is located at the DLA Headquarters Complex. **It is critical that DLA sponsors explain how they intend to use the attendee's new or enhanced knowledge, skills, abilities, and insight upon completion of the program.**

b. Payment of Fees:

Name:	Ms. Fania J. Magaña
Title:	Director of Equal Employment Opportunity
Company:	Headquarters Defense Logistics Agency Equal Employment Opportunity Office CAAH, Room 1127
Street Address:	8725 John J. Kingman Road, Suite 2533
City:	Fort Belvoir
State/Zip:	Virginia 22060-6221
Phone:	(703) 767-1100

Attachment 3

c. Tuition will be paid by DSS. The field activity/organization of the selected applicant(s) must pay travel costs and the associated minimum per diem (normally \$2.00 per day). If further information is needed, please contact Mrs. Lola Branch, Equal Employment Specialist, CAAH, at (703) 767-1100 or DSN 427-1100.

5. DLA/DCMA Headquarters Points of Contact:

POC for the Defense Logistics Support Command (DLSC):

Ms. Susan Thomas
TEL: DSN: 427-2522
COM: (703) 767-2522
FAX: DSN: 427-7523

POC for the Defense Contract Management Agency (DCMA):

Ms. Donna Butler
TEL: DSN: 427-3379
COM: (703) 767-3379
FAX: DSN: 427-6037

POC for the Defense Support Service (DSS) (Formerly the DLA Administrative Support Center)-Serviced Organizations:*

Ms. Gilda Grant
TEL: DSN: 427-1140
COM: (703) 767-1140
FAX: DSN: 427-6141

Please ensure widest dissemination possible of the information pertaining to the training program.

***Includes:** DSS, General Counsel, Financial Operations, Information Operations, the Document Automation and Production Service, the Joint Total Asset Visibility Office, and the Joint Electronic Commerce Program Office.